



## Organizational & Employee Development Services

*Creating the best public workforce in the nation.*

### ***Come learn with us!***

Department of Personnel offers instructor-led training that can be customized to meet your agency's needs plus an online learning library of over 1,200 courses. Our staff is happy to help you with all your training and organizational development needs.

- Computer Training
- Investigator Training
- Leadership Development
- Managing Transition
- Professional Development
- Project Management
- Risk Management
- Workshops & Special Events
- Consulting & Organizational Development Services

### **Workshops Specially Designed For Times of Transition**

DOP has developed five new transition workshops to help managers meet the next challenges. These courses build on previous transition workshops by preparing managers for their critical role ahead – leading successful transition to the “new normal”.

#### **Transition 1.0**

- Change Management – Finding the “Up” in Upheaval
- Managing the Change Effort
- Managing Transition
- Personal Stress Management

#### **Transition 2.0**

- Confronting the Tough Stuff: Communication Through Change
- Engaging Talent in Tough Times
- Normalizing the New Workplace
- Rebuilding Trust and Confidence
- Stabilizing Your New Team

### **Workshops Specially Designed To Address Government Efficiency**

These course teach simple and practical methods and tools that people can use to improve performance. Helps you identify which operational improvements will have the most immediate and significant impact on performance.

- Collecting Data
- Lean Methods for Lean Times
- Performance Measures – Purpose, Use, and Alignment
- Using Charts & Graphs to Communicate About Performance
- Using Data & Statistical Tools to Analyze & Improve Performance